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THE LEGISLATIVE INTERN'S GUIDE
TO THE
MASSACHUSETTS STATE LIBRARY
AND
GOVERNMENT RESFARCH

By William Rozett, III
and Mary McLellan

Prepared under the direction
of:

State Librarian:
A. Hunter Rineer, Jr.
Speaker of the House,
David M. Bartley



TABLE OF CONTENTS

	page
THE MASSACHUSETTS STATE LIBRARY	1
GOVERNMENT RESEARCH	4
RESEARCH PROCEDURES: FEDERAL LAW	7
FEDERAL RESEARCH: ADDITIONAL INFORMATION	19
RESEARCH PROCEDURES: STATE LAW	24
STATE RESEARCH: ADDITIONAL INFORMATION	39
AN OUTLINE FOR A RESEARCH PROJECT REPORT	42
SOURCES ON INFORMATION FOR RESEARCH IN GOVERNMENT	
A. PUBLICATIONS OF THE FEDERAL GOVERNMENT	46
B. STATE AND LOCAL PUBLICATIONS	52
C. CURRENT EVENTS	57
D. PERIODICAL INDEXES	59
E. BIOGRAPHICAL PUBLICATIONS	60
F. MISCELLANEOUS PUBLICATIONS	62
G. SPECIAL COLLECTIONS IN MASSACHUSETTS STATE LIBRARY	64
H. SERVICES	65
I. STATISTICAL INFORMATION	66



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THE MASSACHUSETTS STATE LIBRARY

State Librarian: A. Hunter Rineer, Jr.

Location: Room 341, State House, Boston, Mass. 02133

Hours of Operation: Monday through Friday,
8:45 to 5:00. Closed Saturday,
Sunday and all legal holidays.

Facilities: The reading room seats 75 at tables.
Three microfilm viewers. Lighting, work
space and noise control are generally
good. Typing is not permitted.

Reproduction Services Available: Xerox and micro-
film reader-printer.

Access to Materials: All catalogs and guides and
the working reference collection are in
open areas. All other collections are
in closed areas and must be called for
through the staff.

The "Mayflower Compact" was the first official
Massachusetts document. It was drafted to outline
the regulations with which the original settlers
agreed to comply. Since the drafting of that doc-
ument in 1620 numerous other Massachusetts docu-
ments have been produced. However, the collection
of Massachusetts state documents did not begin un-
til 1811 and the state library was not established,
nor were documents numbered, until 1826.

The Massachusetts State Library made a concerted effort to collect and classify its early state documents and to set up an exchange program with other states. Due to this effort the library was able to add the public documents of other states and territories as well as many documents concerned with the previous periods in the history of Massachusetts. Specifically those periods are historically known as:

Virginia and New England 1606-1620.

New Plymouth Colony 1620-1691.

Massachusetts Bay Colony 1629-1691.

Province of Massachusetts Bay 1691-1774.

Colony of Massachusetts Bay 1775-1780.

Commonwealth of Massachusetts 1780-date.

The Massachusetts State Library presently specializes in public law, the social sciences, history and in government publications at the federal, state or local levels. The library has an outstanding collection of Massachusetts state government publications, Massachusetts local government publications and Massachusetts local histories. These collections are supplemented by extensive holdings of federal government publications and legal materials. The collection also has smaller, but substantial, holdings of early imprints, maps,

newspapers, periodicals and several special collections. (For further information concerning the above see the section of this booklet entitled "Sources on Information for Research in Government.")

The basic guide to the collection is the main card catalog; it is a "dictionary" card catalog. It can best be described as a "key word" filing system with entries listed under the issuing government agency or author, subject and, to a limited degree, under title. Materials received after 1972 have been entered into the main card catalog under title. Prior to that year the "key word" system was used.

In addition to the main catalog there are various supplemental catalogs and guides. These supplemental catalogs and guides are specialized in that while some of them catalog a variety of research sources for a specific area of research (i.e. biographies, statistical data, etc.) others catalog research sources from one type of publication (i.e. newspaper indexes, special report indexes, etc.) but these indexes are concerned with a variety of subjects.

GOVERNMENT RESEARCH

The purpose of this pamphlet is not only to familiarize the legislative researcher with some of the holdings of the Massachusetts State Library but it is also designed to act as a guide to the government researcher in both federal and state government research and as a guide in the writing of a research report on government matters. A successful research project is one that not only accomplishes the research involved in a particular assignment but also transforms the accumulated information into a concise and highly communicative report. This report need not be an eloquent appeal for action but should be concerned with:

- 1.) a factual interpretation of the various aspects of the subject researched (both the positive and negative aspects),
- 2.) a history of the legislation concerned with that subject and
- 3.) the conclusions and recommendations of the researcher concerning action to be taken in the future.

Aside from number three (3) above it will be advantageous to everyone concerned that the report be set up in such a manner that would reduce the amount of personal opinion by the researcher. By separating personal opinion and factual evidence in the report there is less chance that the facts

will be misconstrued by the legislator or his staff.

This all sounds very well in theory but there are two major problems. First, and foremost, the report must be properly researched to present as many aspects of the subject as possible. Hopefully this problem can be alleviated through this booklet's information on how to research a project and how to write the report with the amassed information. Secondly, the personal opinion problem could extend into the fact finding portion of the research. A researcher is of no use to a legislator if he or she avoids pertinent information concerned with a subject because of a personal bias. This, of course, relates to the selection process involved in choosing the interns' and a proper orientation of the interns concerning the importance of the factual evidence presented in their reports.

The researchers should begin their work by first reviewing the section of this booklet entitled "Sources on Information for Research in Government." This section of the booklet will provide a list of sources of information pertaining to whatever subject is researched. It is only by doing this that the researcher will be able to use the resources available in the library to their fullest extent.

Once the information from the various sources has been gathered together it should be systematically organized on paper, in note form, in preparation

for the written report. Many researchers will find that prior to beginning the research process an outline of what is to be contained in the final report will aid and guide them in their research. This outline should contain a list of the types of information needed in the report. As the research progresses the outline can be updated and broadened to include the newly acquired information. Once the outline is completed and all the available information is transferred to 3 X 5 cards or lined paper as individual facts the researcher can begin to write the report.

The more organized the research process the better the chances that the final product, the report itself, will be a factual and informative piece of writing. A long drawn out, overly wordy, report is of little use to any legislator. A report that first presents the nature of the assignment, and finally the recommendations and conclusions of the researcher is most useful. This type of report separates the facts surrounding a subject from the personal biases of the researcher (intentional or not) and allows the legislator to review those facts and reach a decision independent of the researchers opinion. This decision can then be compared with the recommendations and conclusions of the researcher on the subject and, should there be a difference of opinion, the legislator and researcher can then discuss and evaluate their varying views.

RESEARCH PROCEDURES: FEDERAL LAW

An intern may be asked to do research on federal legislation. It is important to first determine if the subject matter has received congressional action or is still in bill form awaiting committee assignment. This information is to be found in the Congressional Index. If a bill is in committee, or being acted upon, the Congressional Information Service/Annual will provide complete coverage and the Congressional Quarterly Weekly Reports contains excellent news reports and reviews. If a bill has not received congressional action the Digest of Public General Bills and Resolutions will give a digest or summary of the text and purpose of the bill. Official copies of federal bills of the current Congress are on file in the State Library. Some are also available on film for previous sessions.

If the intern is researching a federal law, such as the one concerning research and development of commercial fisheries enacted during the 92nd Congress, the following path of research should be followed:

The intern may be supplied with two types of information concerning this research project.

- 1) A Public Law number, a House Bill number or a Senate Bill number, or
- 2) the name of the general subject to be researched.

(Of course other types of information may be supplied if the legislator is interested in a particular aspect of the legislation, such as the name of a witness, commission reports, etc., however, for our purposes we will consider only the two approaches listed here.) The Congressional Information Service/Annual (CIS hereafter), which gives the abstracts of some of the available government reports and publications on bills that have been acted on in the Congress, is one of the better sources of information on congressional bills and their history. Unfortunately the CIS only began publication in 1970 and many exhaustive methods must be used for legislative research prior to 1970. (See the section of this booklet entitled "Federal Research: Additional Information" subsection "Tracing Federal Legislation.")

The following steps will facilitate research in the CIS.

Step #1) In "Part Two: Subject Index" of the CIS turn to the subject, which will be listed as "fish and fishing industry."

Step #2) Under the subheading "Commercial Fisheries R&D Act, extension," the researcher will find, "H563-33, PL 92-590, S263-39."

These numbers (H563-33, PL 92-590, S263-39) are the CIS index numbers for the materials located in the CIS volume called "Part One: Abstracts" that are related to the subject being researched.

They are the CIS index numbers for:

- 1) the abstract of the House Report (H563-33)
- 2) the abstract of the Public Law (PL 92-590)
- 3) the abstract of the Senate Report (S263-39)

These index numbers ARE NOT the congressional numbers for a House or Senate Bill or Report. The CIS is a private service with its own individual index numbering system.

Once the proper CIS index numbers have been found the researcher can move on to:

Step #3) In the CIS volume "Part One: Abstracts" under PL92-590 the researcher will find the following information.

PL 92-590	Commercial Fisheries Research and Development Act Of 1964, amendment Oct. 27, 1972 92-2 86 STST. 1303
-----------	--

To extend the provisions of the Commercial Fisheries Research and Development Act of 1964, as amended.

Contains funding through FY 78 of Commerce Dept. coordination of State-Federal R&D efforts for conservation of national fishery resources and their environments

Legislative History (S3524 and related bill):

1972 CIS/Annual:

House Report: H563-33 (No. 92-1489,
accompanying H.R. 14384)
Senate Report: S263-39 (No. 92-1030)
Congressional Record Vol 118 (1972):
Aug. 11, considered and passed Senate
Oct. 11, considered and passed House,
 amended, in lieu of H.R. 14384
Oct. 14, Senate concurred in House
 amendment. 1

The researcher must read the abstract and then
list the information the abstract has provided.

Starting from the heading and moving down the ab-
stract the researcher finds:

1) that PL 92-590 is an amendment to
the Commercial Fisheries Research and
Development Act of 1964,

2) that the amendment was approved by
the second session of the 92nd Congress
(92-2) Oct. 27, 1972, and

3) that the amendment is Volume 86 of the
U.S. Statutes at Large page 1303 (86 STAT
1303).

4) The abstract itself states that the
amendment extends the provisions of the
aforementioned act of 1964 with funding,
through fiscal year 1978 (FY 78), of the

Commerce Departments coordinating efforts between State and Federal agencies involved in carrying out the provisions of the act.

5) The legislative history of the bill is given and states that the amendment was originally Senate Bill 3524 (S3524).

6) It also lists the CIS index number (H563-33) for the abstract of the House Report along with the Congressional committee number for the House Report (No. 92-1489; 92nd Congress House Report 1489) and the Congressional number of the House Resolution (H.R. 14384),

7) the CIS index number for the abstract of the Senate Report is given (S263-39) and then the Congressional committee number of the Senate Report is given (No. 92-1030; 92nd Congress Senate Report 1030),

8) the volume number for the Congressional Record (Vol 118 (1972) that will contain debate and speeches in Congress and

9) a legislative history of the bill giving the dates the bill was voted on and passed in the Congress.

Setting the above information aside momentarily the researcher will move on to the CIS index number for the abstract of the House Report, H563-33. This information was supplied to the researcher in CIS volume "Part One: Abstracts" as a part of the CIS abstract on PL 92-590 and it was also supplied to the researcher in CIS volume "Part Two: Subject Index" along with the CIS index numbers for the Public Law (PL 92-590) abstract and the Senate Report (S263-39) abstract. This cross-index system makes it very easy for the researcher to obtain all of the pertinent information related to the subject matter being researched.

The abstract for the House Report is as follows:

H563-33 Commercial Fisheries
Research and
Development Act
Oct. 2, 1972 92-2
• Item 1008-A 11p
H.Rpt. 92-1489

Recommends passage with amendment of H.R. 14384, to extend provisions and funding of the Commercial Fisheries Research and Development Act of 1964 through FY 78. The act authorizes Commerce Dept coordination of State-Federal efforts for conservation of national fishery resources and their environments.

2

Again the abstract must be read and the pertinent information extracted as follows:

1) Once again it is stated that the bill was concerned with the Commercial Fisheries Research and Development Act,

2) that the report was issued on Oct. 2, 1972 by a House committee of the second session of the 92nd Congress (92-2) and

3) that the report is an item distributed by the government to all government depository libraries. (signified by a large black dot (•)) The item number (Item 1008-A) signifies the entry number listed in the Monthly Catalog that has been assigned to this report.

The Massachusetts State Library is a depository for federal government publications and the researcher can obtain this particular publication by asking the librarian for "House Report 92-1489." It is important, when asking for a Congressional Report, to include the number of the Congress, the branch of the Congress (House or Senate) and the report number. Should a researcher not signify that the desired item is either a House or Senate item the possibility exists that the librarian would deliver a report with the proper item number but from the wrong branch of Congress. The more information that the researcher supplies to the librarian concerning an item the more prompt and accurate will be the service that the librarian renders.

4) The House Report number is given (H. Rpt 92-1489) again as it was in the Public Law abstract.

5) The abstract itself tells the researcher that the report recommends passage of the legislation with an amendment provided

for in House Resolution 14384. (H.R. 14384)

6) The act is then summarized.

The CIS abstract of the Senate Report is as follows:

S263-39 Extension of
 Provisions of the
 Commercial Fisheries
 Research and
 Development Act of
 1964
Aug. 10, 1972 92-2
• Item 1008-A 8p
S. Rpt. 92-1030

Recommends passage of S. 3524, to extend the provisions of the Commercial Fisheries Research and Development Act of 1964 for five years, through FY 78. The act authorizes the Secretary of Commerce to assist States in carrying out commercial fisheries R&D projects. 3

The next step for the researcher is to obtain the actual House and Senate Reports on this legislation, read them, and list all of the pertinent facts that have not been brought out in the abstracts.

The reading of the actual reports is quite important. While the abstract is indeed informative, and an ideal method of quick reference, it is not an overly informative source and the researcher should be attempting to supply all of the available information on a subject. Secondly the researcher, by reading the reports, may be able to attain a

higher level of rapport concerning the legislation. This is essential if the final report is to be a reputable source of information concerning the legislation that has been researched.

In addition to the information supplied by the CIS abstracts, the House and Senate Reports, and the Congressional Record the researcher should investigate other sources of information such as the U.S. Code Congressional and Administrative News.

This is a publication issued by a private publisher. Whenever a reference source is consulted that is not an official publication one must keep in mind that it is a secondary source and subject to errors and omissions. However as a quick and useful reference tool for federal law research it is one of the best. It will give the researcher the Public Law, the legislative history, dates of consideration, Congressional Record citations, and committee reports. (Note: Sometimes, one or two of these committee reports (House Report, Senate Report, or Conference Reports) may be omitted.)

Both CIS and U.S. Code Congressional and Administrative News give good coverage of bills that have received congressional action and Public Laws enacted. The Calendar of the House of Representatives is the best official source in finding the latest status of a bill receiving congressional

action. Another source, Congressional Index, issued by a private publisher, will also give the current status of a bill, the dates of committee hearings and tell whether the hearing was printed and if it is available. Not all committee hearings are printed for publication.

One final check point is the Weekly Compilation of Presidential Documents. This publication prints messages from the President at the time of the signing or vetoing of Acts of Congress and can assist in determining "legislative intent."

When a law is signed it is first issued in pamphlet form (commonly called "slip laws"). All enactments of each session of Congress are published in the Statutes at Large. All federal laws in force are codified and published in the U.S. Code by the Government Printing Office and in the U.S. Code Annotated by West Publishing Co.

Obviously the CIS has, in this case, provided the most information on this particular subject. However, do not bypass any avenue of information that may add to the facts compiled for the report. If certain sources are no more than mirror images of one another they certainly need not all be used, although, it is the researchers job to check every possible source of information.

With this in mind the Monthly Catalog, which

contains a comprehensive list of all federal government publications on various subjects, may be used to add one or more sources of information in the form of reports, statistical data, special studies etc., on a given subject. Two publications which provide quick access to the Monthly Catalog are the Personal Author Index to the Monthly Catalog 1940-1971 and the Cumulative Subject Index to the Monthly Catalog 1900-1971.

Footnotes

1. Congressional Information Service, CIS/Annual 1973, Washington, D.C.
2. See note #1
3. See note #1

FEDERAL RESEARCH: ADDITIONAL INFORMATION

Congressional Committees

To find the names of which committees a particular Congressman or Senator serves on check:

- 1) Congressional Directory
- 2) Congressional Index
- 3) Congressional Staff Directory

To find the areas of responsibility for each Congressional Committee check:

- 1) Jefferson Manual and Rules of the House of Representatives
- 2) Senate Manual

To find to which committee the bill or resolution was referred check:

- 1) Calendar of U.S. House of Representatives
- 2) Congressional Index
- 3) Congressional Information Service/Annual
- 4) Digest of Public General Bills
- 5) History of Bills and Resolutions
(second part of Congressional Record Index)

Information Pertaining to a Particular Congressman or Senator.

To find a Congressman's or Senator's voting record check:

- 1) Congressional Index
- 2) Congressional Quarterly Weekly Report
(records roll call votes on items of importance or current interest but is not inclusive)
- 3) National Journal Reports

Information Pertaining to a Particular Congressman or Senator Cont...

- 3) Congressional Record Index (biweekly and annual; indexes all roll call votes taken under heading of "Yea and Nay Votes")
- 4) National Journal Reports (records all roll call votes except quorum votes)

To find the results of a roll call vote on a bill or resolution check:

- 1) Congressional Index
- 2) Congressional Record
- 3) Congressional Quarterly Weekly Reports
- 4) National Journal Reports

To find copies of speeches or comments by a particular Congressman or Senator check:

- 1) Congressional Informational Service/Annual (indexes testimony at committee hearings)
- 2) Congressional Record
- 3) Facts on File
- 4) Newspaper Indexes
- 5) Public Affairs Information Service Bulletin
- 6) Readers Guide to Periodical Literature
- 7) National Journal Reports

Information Pertaining to Campaigns and Elections

To find district or state voting record of the past check:

- 1) America Votes (biennial publication, statistics for presidential, gubernatorial, and congressional races)
- 2) Congressional Quarterly Almanac (complete vote on state and congressional district for presidential, gubernatorial, and congressional races)

Information Pertaining to Campaigns and Elections
Cont...

To find information on recent state and primary elections check:

- 1) Congressional Quarterly Weekly Reports
(political supplement)
- 2) National Journal Reports

Tracing Federal Legislation

To find what bills/resolutions have been introduced on a particular subject check:

- 1) Congressional Index
- 2) Digest of Public General Bills

To find what bills have received Congressional action check:

- 1) Congressional Information Service/Annual
- 2) Congressional Quarterly Weekly Reports
- 3) Congressional Record Index
- 4) Congressional Index

To find the substance of a bill or resolution check:

- 1) Congressional Index
- 2) Digest of Public General Bills

To find what bills or resolutions a particular Senator or Congressman has introduced check:

- 1) Congressional Index
- 2) Digest of Public General Bills

To find whether hearings have been held on a bill or resolution check:

- 1) Congressional Index (indexed by bill number)
- 2) Congressional Information Service/Annual

Tracing Federal Legislation Cont...

To find if hearings are currently being held on a bill or resolution check:

- 1) Calendar of U.S. House of Representatives
- 2) Congressional Index

To find if the bill or resolution has been reported from committee check:

- 1) Congressional Index
- 2) CIS Index of Publications of U.S. Congress
- 3) Calendar of the U.S. House of Representatives
- 4) Digests of Public General Bills
- 5) History of Bills and Resolutions (second part of Congressional Record Index)

To find the current status of legislation check:

- 1) Congressional Index
- 2) Calendar of U.S. House of Representatives

To find the text of a recent federal public law check:

- 1) Public Laws (slip laws, initial form of publication of law received at the library)
- 2) U.S. Law Week (selected laws)

To find the text of a past public law check:

- 1) Slip laws
- 2) Statutes at Large
- 3) U.S. Code Congressional and Administrative News
- 4) U.S. Code (public law as codified)

To find testimony given at a committee hearing check:

- 1) Congressional Information Service/Annual
- 2) Monthly Catalog

Miscellaneous Information

To find the name of a particular district's Congressman or Senator refer to:

- 1) Congressional Directory
- 2) Congressional Staff Directory

To find a breakdown of Congressional Districts by Cities and towns check:

- 1) Congressional Staff Directory
- 2) Congressional District Atlas

RESEARCH PROCEDURES: STATE LAW

Law research at the state level can be a relatively uncomplicated matter provided the researcher is aware of the proper materials to use in the research, and carefully follows the procedure suggested in this manual.

Let us suppose that a legislator wishes information pertaining to the "intent" of a state law. The first thing to clarify is that, the "intent" of Massachusetts law is a very difficult thing to establish. Testimony or debate at hearings is seldom recorded except when the matter under consideration is highly controversial. Then a stenographic transcript may be made. Despite laws to the contrary, these transcripts are difficult to find. Often the only possibility of finding a lead to intent is if a special commission had been appointed to study the subject and issued a report. This report would have had a bill number assigned to it and considered a legislative document. Frequently several reports are issued spanning a number of years so the researcher must note carefully, if all reports have been consulted. Sometimes Governor's messages or statements from the committee are affixed to the bill and are also important.

Reports from the Legislative Research Bureau are also considered legislative documents. The Bureau's reports however, are based on research in considerable subject matters, specifically requested by the General Court. They never recommend or suggest legislation, as a special legislative commission's report might. The Index to Special Reports Authorized by the General Court, compiled by the Bureau and issued annually, is especially helpful.

The main index to all legislative documents for any given year is the final edition of the "Bulletin of Committee Work." It is bound separately from the other legislative documents, marked Index, and shelved after all the other legislative documents. Prior to 1919 the journals of the House and Senate must be consulted.

Example:

A legislator is seeking information pertaining to a law concerning the operation of a motor vehicle of a railroad crossing. The researcher must first go to the general index of the Massachusetts General Laws Annotated. Under the general subject of "Railroads" the researcher will find a subsection for "crossings, motor vehicle operation" plus the chapter number and the section of the law as it is presently recog-

nized. In this case it will be listed as Chap. 90 § 15. (The chapter number (90) is listed first and the section number (15) is listed second.) Naturally, if the legislator supplies the researcher with the chapter and section number, as compared to only the subject, the researcher can easily use this information in finding the law.

The law can be found in the volume of the Massachusetts General Laws Annotated that includes Chapter 90. Since the chapters are numerically listed the volume marked "Chapters 89-90" will, in this case, have a portion of its material devoted to the subject being researched.

In that volume Chapter 90 section 15 reads as follows:

§ 15. Precautions at railroad crossings;
school busses

Except as hereinafter otherwise provided, every person operating a motor vehicle, upon approaching a railroad crossing at grade, shall reduce the speed of the vehicle to a reasonable and proper rate before proceeding over the crossing, and shall proceed over the crossing at such rate of speed and with such care as is reasonable and proper under the circumstances. Every person operating a school bus, or any motor vehicle carrying explosive substance or inflammable liquids as a cargo, or part of a cargo, upon approaching a railroad crossing at grade, and every person operating a motor vehicle, upon approaching at grade a railroad crossing protected by red lights which flash

as a warning or by an automatic gate, while such lights are flashing or such gate is lowered, shall bring his vehicle to a full stop not more than seventy-five feet from the nearest track of said railroad, and shall not proceed to cross until he is satisfied that it is safe to do so. Whoever violates any provision of this section shall be punished by a fine of not less than ten nor more than fifty dollars.

Amended by St.1932, c. 271, § 5; St.1933, c. 26, § 1; St.1951, c. 557; St.1961, c. 248.

Historical Note

St.1917 c. 246 § 3.

The present words at the end of the first sentence following the words "proper rate" were inserted by the 1951 amendment in place of the former words "and shall proceed cautiously over the crossing."

The 1961 amendment, approved March 21, 1961, required operators of motor vehicles to bring their vehicles to a full stop before crossing railroad crossings protected by flashing red lights or automatic gates.

Cross References

Liability for accidents at railroad crossings, see c. 100, § 232.
Signals at railroad crossings, see c. 100, § 138.

Law Review Commentaries

Crossing accidents.
Joseph A. Page (1960)
25 NACCA L.J. 274.

Operation of motor vehicles at grade crossings. (March 1947) 32 Mass.L.Q. No. 1, p.40.

Library References

Railroads 301, 323-335.
C.J.S. Railroads 710,
763-815.
Comment.
Actions against carriers,
see M.P.S. vol. 17,
Bishop, § 131-153.

Proof of negligence, see M.P.S.
vol. 11, Martin
and Hennessey, 50.
Forms. Declarations
against common
carriers, see
M.P.S. vol. 10,
Rodman, § 483-528.

Notes of Decisions

(In this section are listed various court decisions concerning certain aspects of this particular piece of legislation. They are, in effect, precedent setting decisions.)

1

Prior to doing any further research one must turn to the "Pocket Insert" placed in the back of the volume of the Massachusetts General Laws Annotated. The "Pocket Insert" is used by the publisher as a method of updating the library's edition of the Massachusetts General Laws Annotated (hereafter MGLA) and, it reports the changes in the laws that occurred since the bound volume was published. If the 1970 edition of the volume is being used and if, since the publication of the 1970 edition, there had been an amendment to the law the "Pocket Insert" would, report that amendment. Had there been no change in

the law since the publication of the 1970 edition there would be no information concerning that law in the "Pocket Insert." However, there may be additional annotations or decision citations listed. By not checking the "Pocket Insert" for changes in a particular law the possibility exists that a recent amendment would be neglected and, the researchers report would be lacking some very important information.

The researcher must realize that, while the "Pocket Insert" is issued annually to update the various volumes of the MGLA the "Pocket Insert" itself must be updated. During the year, the Massachusetts Legislative Service issues several paperback books with the text of all new legislation enacted by the General Court, except appropriation acts, of which the complete text is in the "Advance Sheets" of the Acts and Resolves passed by the General Court of Massachusetts. This Service includes a "Cumulative Index" and a table of "General Laws Amended, Added, Repealed etc." It is important to check this table of changes whenever a researcher is looking up a law. It would be most embarrassing if a section of the law had been recently repealed and the researcher failed to detect this.

To obtain a copy of a law passed after the last available issue of the Massachusetts Legislative Service the researcher must consult the "Advance Sheets" of the Acts and Resolves passed by the General Court of Massachusetts which are published by the Secretary of State. These "Advance Sheets" are exactly that; they are advanced printed sheets from the printer which will be later gathered into a bound volume of the Acts and Resolves of a session of the General Court. They are kept at the reference desk in a large black volume. Copies of the Acts are available in Room 116.

After checking these supplementary sources for information on amendments, return to the MGLA and review the information it has provided.

- 1) The main body of the text (Chapter 90 section 15) is concerned with the Law and the penalties for non adherance.
- 2) The statement, "Amended by St.1932, c. 271, § 5; St.1933, c. 26, § 1; St.1951, c. 557; St.1961, c. 248," following the main body of the text (Law) informs the researcher of the dates of amendments to the law and that the law was last amended by Statutes of 1961, chapter 248.

St. meaning a law passed by the legislature, in this case, the two hundred, forty-eighth act of the Massachusetts Legislature passed in the year 1961 which is found in the Acts and Resolves of the Massachusetts General Court. This book, is an annual publication listing the laws of that year in chronological order. It includes special acts along with those that amend the General Laws. A special law can only be found in the Acts and Resolves of the General Court (50) although sometimes they can be found as an appendix in the MGLA to a section of the general law that it effects.

A special law is one that is made for individual cases or operating upon a selected class, private person, or corporation, rather than the public in general. An example of such a special law is the Rent Control Act of 1970, Chapter 842, in which the general public is not effected but certain apartment dwellers and landlords are, or St. 1971 c. 1097 Economic Development and Indus-

trial Corporation of Boston.

Amendments to Special Acts can be found by consulting Shepards Massachusetts Citations in the section entitled "Acts and Resolves Not Found in the General Laws."

After determining the section of the General Law that is to be researched, and the date of the particular amendment the legislator wants background information on, proceed to use the "Final Bulletin" for that year.

In order to trace the legislative history of the amendment to the law concerning the operation of a motor vehicle at a railway crossing the "Final Bulletin" or Index must be consulted. The "Final Bulletin" is arranged in four parts:

1) "Index by Subjects"

1931 - date. Prior to this date use the first volume of the legislative documents for each year.

2) "Record of Committee Work"

Divided into an alphabetized listing of the various committees with bills heard, dates of hearings and date of committee report.

3) "House Numbers"

Listing the various bills numerically with

title and legislative history, change of bill number, if any, dates of consideration in House and Senate, Committee reference, and final outcome of bill.

4) "Acts approved by the Governor"

Chronological by Chapter number with title of the Act and bill number. 1951 - date.

In the "Final Bulletin" or Index for 1961 the researcher will find, in the "Index by Subjects," the following listing under the subject "Railroads:"

Crossings, motor vehicle operation.
H. 946. Highways and Motor Vehicles.

2

The researcher will also find information by turning to the section called "Acts Approved by the Governor." The Act had been approved and, therefore, will be listed in this section by its chapter number. Under Chapter 248 will appear:

Chp. 248. An Act requiring operators to motor vehicles to bring their vehicles to a full stop before crossing railroad crossings protected by flashing red lights or automatic gates. (Senate 499)
Approved March 21. 3

The researcher will notice immediately that two different legislative bills have been cited as references for the amendment, H. 946 and S. 499.

S. 499 should be researched first as that is the last bill number cited prior to enactment.

The next step in legislative history research would be to trace S. 499 by turning to the section marked "Senate Numbers." This section gives a description of the bill, the legislative history, and the information that S. 499 is based on H. 946.

S. 499. Bill requiring operators of motor vehicles to bring their vehicles to a full stop before crossing railroad crossings protected by flashing red lights or automatic gates. New draft of House 946, substituted in Senate and eng. Mar. 6; rec'd in House, Mar. 8; ord. 3d, Mar. 9; eng. Mar. 10; to Gov. Mar. 15; signed Mar. 21.
Chap. 248. 4

H. 946 can be found in the "House Numbers" section of the Index which gives a description, history, committee name, and legislative history of the bill as follows:

H. 946. Bill relative to safety precautions by motorists at railroad crossings. (Highways and Motor Vehicles.) In House, as changed, ord. 3d, Feb. 23; eng. Feb. 24; rec'd in Senate Feb. 27; ord. 3d, Feb. 28; Senate 499 substituted, Mar. 6. 5

The dates of consideration and passage can be checked in the House and Senate Journals for possible roll call votes or amendments. According to the information supplied in the "Index by subjects" section and the House Numbers section H. 946 appears in the section "Record of Committees Work" under "Highways and Motor Vehicles" as follows:

H. 946. Petition of Michael Catino for legislation to require persons operating motor vehicles to bring their vehicles to a full stop when approaching railroad crossings protected by flashing red lights.
Report Feb. 21. H.Bill 916.

Feb. 24. 6

By finding H. 946 in the proper volume of the Massachusetts Legislative Documents the researcher can see the petition as it was introduced in the legislature.

The original bill (H. 946) was a petition by Mr. Catino for legislation to require motor vehicle operators to bring their vehicles to a full stop when approaching railroad crossings protected by flashing red lights. One must understand that a petition is by no means the final version of a law. Mr. Catino's personal intent in introducing the

petition (a colonial knight's carryover found only in Massachusetts) would be difficult to determine except by personal interview, some insight onto what problem was being corrected might be gained by comparing the text of both the filed petition and the bill finally signed into law.

Continuing further with Chapter 90 § 15:

If the researcher needs information concerning any of the previous amendments the same method of research is reemployed. Two pieces of information will be of assistance.

1) Prior to 1951 the "Final Bulletin" or Index to the Massachusetts Legislative Documents has no section devoted to "Acts Approved by the Governor." For this reason the "Subject Index" must be used to find the Bill Number. The chapter number, therefore, is no longer applicable since it was used to find the Bill Number through the "Acts Approved by the Governor" section.

2) Prior to 1931 the first volume of the Massachusetts Legislative Documents (not the Index volume but the first volume of the documents) has a "Subject Index" of its own. This is in addition to the "Subject Index" included in the actual Index volume. Either

of these indexes can be used to obtain the document number of a particular bill introduced in the year to which that edition pertains.

After obtaining the document number and committee name the research is the same as that employed for the law and amendment in 1961. This method can be used to trace the law back to its origin in 1917.

Returning to the MGLA there appears a section following the main text of the law entitled "Historical Notes." This section is, quite obviously, concerned with the history of the law. In this particular case it describes the changes made by certain amendments.

The next section, the "Cross References" section lists statutes related to the law. It would indeed be wise to research these referenced chapters as they may be relevant to the research project as a whole.

In the MGLA there also appears a section called "Law Review Commentaries." This section lists articles in law reviews or journals pertaining to the law being researched. The researcher should become

familiar with the abbreviations used in the various reference books and be able to understand which periodical, annual, or reference book is being cited as a source of further information.

The MCLA's "Library References" section contains information which may lead the researcher to a reference that will clarify this point of law. In this particular case (Railroads & 301, 323-335) it is a descriptive word heading leading to case law pertaining to this particular subject. The researcher will be directed to specific Supreme Court cases in the digests of law cases of Massachusetts, other states, and the Federal Government. M.P.S. sites a reference in the Mass Practice Series. Corpus Juris Secundum (C.J.S.), a legal encyclopedia, will also contain an in depth explanation of this particular aspect of law.

Footnotes

1. Massachusetts General Laws Annotated, West Publishing Co., Boston, Mass. 1970.
2. Index of Massachusetts Legislative Documents, "Bulletin of Committee Work and Business of the Legislature Final Ediction," Massachusetts General Court, 1968.
- 3-6. See note #2.

STATE RESEARCH: ADDITIONAL INFORMATION

Committees

To find the names of which committees a particular legislator serves on check:

List of Committees of the General Court of Massachusetts

To find to which committee a particular bill or resolution was referred check:

Legislative Subject Index (for current session)
Final Bulletin of Committee Work and Business of the Legislature (for past sessions)

Information Pertaining to a Particular Legislator

To find the results of a roll call vote on a bill or resolution check:

Journal of the House (appendix)

Journal of the Senate (within text)

Information Pertaining to Campaigns and Elections

To find city, town or state election statistics of the past check:

Election Statistics (Public Document no.43)

To find the results of recent state and primary election statistics check:

Election Statistics

Tracing State Legislation

To find what bills or resolutions have been introduced on a particular subject check:

Legislative Subject Index

Tracing State Legislation Cont...

To find the substance of a bill or resolution check:

On file in State Library

To find if hearings have been held on a particular bill or resolution check:

Bulletin of Committee Work and Business of the Legislature

To find if hearings are currently being held on a particular bill or resolution check:

Bulletin of Committee Work and Business of the Legislature

To find if a bill or resolution has been reported from committee:

Bulletin of Committee Work and Business of the Legislature

To find the current status of a bill or resolution check:

Bulletin of Committee Work and Business of the Legislature (Latest issue)

To find the text of a Massachusetts Act or Resolve check:

Current session:

Advance Sheets of Acts and Resolves
Massachusetts Legislative Service

Past sessions:

Acts and Resolves (bound editions)

Miscellaneous Information

To find the name of a particular district's U.S. Congressman or Senator check:

Directory of Massachusetts Elected Officials (Massachusetts Taxpayers Foundation)

Manual for the General Court

To find name of particular city or town's State Senator or Representative check:

Directory of Massachusetts Elected Officials (Massachusetts Taxpayers Foundation)

Manual for the General Court

AN OUTLINE FOR A RESEARCH PROJECT REPORT

The following outline is meant only as a guide to show the intern the type of information the legislator may require in a project report. The intern should not be made to feel in any way restricted by this outline in the research process. The outline should be used if it proves to be the best available method of research. If the outline proves to be of no use to the researcher in a particular assignment then the most thorough method of collecting information should be employed. The intern will, hopefully be self motivated and have enough initiative to deviate from the outline when necessary.

I Project Assignment

- A) Description of assignment
- B) Description of research procedures
 - (i.e.) 1) Names of specific laws researched.
 - 2) Related materials read.
 - a) Names and dates newspapers read.
 - b) Names and dates of magazine articles read.
 - c) Names and dates of government publications read.

- 3) Communications with other agencies and people.
 - a) Meetings/interviews
 - b) Correspondence
 - c) Telephone conversations.

II Results

- A) Related legislation and legislative history of subject (Federal/State).
 - (i.e.) 1) Federal: Summary of Public Law(s) concerned with subject.
 - a) Public Law number and description of it (summarize).
 - b) Mock-up of legislative history of Public Law researched.
 - c) Amendments to the above Public Law.
 - 2) State and local: Summary of Public Laws concerned with subject.
 - a) Public Law number and description of it (summarize).
 - b) Mock-up of legislative history of the Public Law researched.
 - c) Amendments to the above Public Law.
 - 3) Related outside legislation (legislation other states have concerning this subject).

C) Information gathered.

(i.e.) 1) Summary of materials read.

a) Newspapers.

b) Magazine articles.

c) Government publications.

2) Summary of communications
with others.

a) Meetings/interviews.

b) Correspondence.

c) Telephone conversations.

III Problems

A) Research difficulties.

(i.e.) 1) Not enough available data.

2) Limited response/cooperation/
reliability of agencies or
persons interviewed.

B) Other

IV General Observations

A) Weaknesses/merits of applicable
legislation.

B) Reasons for limited, or exceptionally
good response, during interviews and
other correspondence.

V Recommendations

A) Legislation needed because...
(list specifics)

B) More research needed.

VI Conclusions

- A) What was/was not accomplished?
- B) What should be accomplished in the future.
- C) What problems can be expected in the future if legislation is passed and if it is not passed?

Sources on Information for Research in Government

A. PUBLICATIONS OF THE FEDERAL GOVERNMENT

Calendars of United States House of Representatives and History of Legislation.

Clerk of the House of Representatives. Printed daily when House is in session. Gives information on bills which have been reported to either House or on which later action has been taken. Gives cumulative history on bills reported, dates on which action was taken, and slip law number if bill became law. Subject index once a week. Best source for latest information on current legislation. Final edition printed after close of session also includes a list of bills which failed to become law. This final edition is the only place for such a list.

Catalog of Federal Domestic Assistance.

Ref. Executive Office of President. Office of Management and Budget. Comprehensive listing and description of Federal programs and activities which provide assistance or benefits to American public.
PrEx2.20

Code of Federal Regulations (CFR).

Ref. Compilation of all general and permanent rules published by the Federal Register. The Code is divided into fifty Titles which represent broad areas subject to Federal Regulation. Each Title is divided into Chapters bearing the name of the issuing agency and each Chapter is further divided into parts that cover specific areas of regulation. General Index and Finding aids.
AE2.8

Congressional Directory.

Ref. U.S. Government Printing Office. Compilation of information relating to Congress and other branches of the government. While designed primarily for the use of members of Congress, it contains much information of value to the public. Like most other publications of this character its contents vary from time to time, the tendency being to add new features. It includes information concerning members of Congress, government bodies, and officials.
Y4.P3¹

PUBLICATIONS OF THE FEDERAL GOVERNMENT Cont.

Congressional Index.

Ref. Commerce Clearing House. Weekly service on
328.73 legislation pending in Congress. Progress of
C741 public bills and resolutions followed from
 introduction to final disposition. Only source
 which lists dates of hearings held on particular
 bills and whether or not hearing was printed.
 Small biographical section of members of Congress.

CIS/Annual.

Ref. Congressional Information Service. Abstracts
328.73 and indexes hearings, reports, committee prints
C743c and other Congressional papers. Annual volumes
 contain legislative histories for all Public
 Laws enacted by the Congress. Quick valuable
 index for all Congressional research.

Congressional Record.

Per. 1873-date. Record of current developments in
 Congress. Use for tracing bills and legislation.
 Fortnightly index with a history of bill and
 legislation and a final one for each session of
 Congress. At the end of each session a "History
 of Bills and Resolutions," for both Houses, is
 included. Each issue of the Record includes a
 daily digest, giving the highlights and summar-
 izing chamber action and committee action for
 both Houses. Also includes a list of bills
 enacted into law.

Congressional Staff Directory.

Ref. Charles B. Browson. Contains information on the
328.738 members of Congress, such as the names of the
C749 committees a Congressman serves on, or the dis-
 trict a Congressman represents etc. Also includes
 information on the staffs of the members and
 committees.

Congressional Quarterly Guide to Current American Government.

Congressional Quarterly Inc. Editorial research
reports on public affairs. Special spring and
fall publication.

PUBLICATIONS OF THE FEDERAL GOVERNMENT Cont.

Congressional Quarterly Weekly Reports.

Ref. Congressional Quarterly Inc. A weekly service
328.73 with a quarterly index which cumulates annually,
C742 giving authoritative information on Congressional
activities and developments. Background on
legislation, directory of persons, and events.
Good quick ready reference.

Cumulative Subject Index to the Monthly Catalog of U.S.
Publications.

Ref. U.S. Superintendent of Documents. A one alpha-
GP3.8 bet subject index in 14 volumes to 72 years of
the Monthly Catalog; making accessible the ref-
erence potential of over one million Congressional
Department publications.

Digest of Public General Bills and Resolutions.

Ref. Library of Congress. Congressional Research
LC14.6 Service. Issued at irregular intervals with four
or five cumulative issues per session and supple-
ments at approximately two week intervals. It
contains a digest of the provisions of every bill
which the compilers consider general and public
in character. It does not include a complete
history but gives only the introduction, the
committee reference, and the last action.
Arrangement is by Public Laws, digest of bills,
sponsor index, subject index, specific title and
identical bill index.

Federal Register.

Ref. Federal Register National Archives and Record
GS4.107 Service. Published daily (Monday-Friday).
Indexed monthly and annually. Entries carried
under name of issuing agency. Significant
subjects are carried. Provides a uniform system
for making available to the public regulations
and legal notices issued by the Executive Branch
of the Federal Government. (Presidential procla-
mations, Executive Orders, Federal agency docu-
ments having general applicability and legal
effect, documents required to be published by
Act of Congress, and other Federal agency docu-
ments of public interest) Supplements the Code
of Federal Regulations.

PUBLICATIONS OF THE FEDERAL GOVERNMENT Cont.

Monthly Catalog of U.S. Government Publications.

Ref. U.S. Superintendent of Documents. Most comprehensive list of government publications currently issued. Valuable reference tool.
G.P. Lists all reports, hearings, annual reports, statistical data, special studies done by government agencies, Presidential commissions, etc.
3.8 Everything published by the Superintendent of Documents. Issued monthly with a cumulative issue in December. There is a detailed index by subject and a table of contents by government author.

National Journal Reports.

Per. Published weekly. Gives a running account of current committee activities and the status of bills.

Personal Author Index to the Monthly Catalog.

Ref. U.S. Superintendent of Documents. A systematic
G.P. and uniform approach to all of the government
3.8 publications contained in the Monthly Catalog.
 1940 - 1971.

Popular Names of U.S. Government Reports: Library of Congress. A catalog.

U.S. Bureau of the Census.

County and City Data Book.

Congressional District Data Book.

Congressional District Atlas.

U.S. Bureau of the Census. Census of the Population.

Characteristics of the Population.

Individual states.

General Social and Economic Characteristics.

Individual states.

General Housing Characteristics.

Individual states.

General Population Characteristics.

Individual states.

PUBLICATIONS OF THE FEDERAL GOVERNMENT Cont.

Bureau of the Census Catalog. Lists Census Bureau publications and short description of each.

Ref. Block Statistics Organized Areas.
C3.223⁹ Individual states.
 Subject Reports. PC(2)

Census of Agriculture.

Census of Business.

Census of Governments.

Census of Housing.

Census of Manufacturers.

U.S. Code Congressional and Administrative News.

Ref. West Publishing Co. Quick source for Public
3B Laws and legislative history. Also publishes
 proclamations, executive orders, and adminis-
 trative regulations. Not as current as the
 Calendar of the House of Representatives or
 the General Digest. Good quick reference for
laws that have been passed.

U.S. Reports.

Supreme Court. Official text of all opinions
of the court. Supreme Court Reporter, West
Pub. and Lawyers Ed (American Lawbook) print.
Unofficial text of opinions of court.

U.S. Government Organization Manual.

Ref. Office of the Federal Register National Archives
GS4.109 and Records Service. Revised annually. Official
 handbook of Federal Government. Contains descrip-
 tions of the agencies of the legislative, judicial,
 and executive branches including brief descrip-
 tions of boards, commissions, and committees,
 charts of more complex agencies, commonly used
 abbreviations and brief history of agencies
 abolished or transferred since 1933.

PUBLICATIONS OF THE FEDERAL GOVERNMENT Cont.

U.S. Statutes at Large.

National Archives and Records Service. Annual publication contains full text of all laws and resolutions passed during each session of Congress. Chronological arrangement, subject and name index.

Weekly Compilation of Presidential Documents.

G.S. Office of Federal Register. National Archives
4.114 and Records Service. Contains statements, messages, and other Presidential materials released by the White House during the preceding week.

B. STATE AND LOCAL PUBLICATIONS

Advance Sheets of Acts and Resolves.

Ref. Secretary of the Commonwealth. Advance copies
Desk of the laws and resolves passed by the current
session of the General Court. Chronological
and numerical (Chapter No.) listing.

Auditor's Reports (on various state agencies) include a
history of the agency reported on and financial
statistics of that agency. An excellent source
of information on state agencies.

Bulletin of Committee Work and Business of the Legislature.

Ref. Concurrent and Final Edition.

Doc. Mass. Massachusetts General Court.

I

B

Book of the States.

Ref. Council of State Governments. Published every
353.9 two years with annual supplements. Contains
B72 general articles of every phase of state gov-
ernment and many tables of statistical and
directory information for each state. The
annual supplements are in the form of paper-
back booklets. "State Elective Officials and
the Legislatures" and "State Administrative
Officials Classified by Functions."

City and Town Monographs.

Ref. Massachusetts Department of Commerce and
Desk Development. Contains general information,
population, historic, census, finance, etc. of
towns and cities of Massachusetts.

Council of State Governments.

Publications too numerous to mention; consult
card catalog.

STATE AND LOCAL PUBLICATIONS Cont.

Departmental Annual Reports.

Attorney General.

Comptroller's Report. Summaries of total revenue and expenditures of the state.

Judicial Council Reports. Includes a list of Bills from the General Court referred to the Judicial Council for consideration and review. Also reports work of branches of judicial system.

Individual Departmental Reports.

Directory of Massachusetts Elected Officials.

328.7M31 Issued bi-annually through and by the
M415L Massachusetts Taxpayers' Foundation.

Directory of Massachusetts Municipal Officials.

Ref. Bi-annually through the Massachusetts League
352.4M31 of Cities and Towns.
M417m

Directory of Social, Health, Welfare and Rehabilitation Services in Massachusetts.

Ref. United Community Services of Metropolitan
362M31 Boston. Guide to official and non-profit
M41d health, rehabilitation, recreation, and social welfare resources in Massachusetts. Agencies listed are those most likely to be used by social and health agencies, physicians, lawyers, personnel workers, etc. The directory only identifies agencies; it does not evaluate them. Arrangement is geographical with subject and agency indexes.

Executive Secretary's Report to the Justices of the Supreme Judicial Council.

9b
M41:S954re

Statistics on court arrests and expences.

STATE AND LOCAL PUBLICATIONS Cont.

Index to Special Reports Authorized by the General Court.

Ref. 1900-1965, with supplements through 1970.
Desk Prepared by the Legislative Research Council
and Massachusetts State Library. Good source
to excellent studies in local and state prob-
lems. Also issued through Legislative Document
Room in State House.

Index to Reports and Selected Bills and Resolves of the
General Court.

Ref. Massachusetts State Library, 1806-1882.
Doc.Mass.

Lawyers Diary and Manual.

Ref. Massachusetts Bar Directory. Annual.
Desk

Manuals and Blue Books of Individual States.

Manual for the General Court.

Ref. Clerk of Senate and Clerk of the House.
328
Man.

Massachusetts Executive Department Publications.

Bib. Massachusetts State Library. 1962-date.
353.9M3 Limited to those official publications received
G34ce monthly at the library. Concerned with various
subjects. Cumulative listing.

Massachusetts General Laws Annotated. (MGLA)

Ref. West Publishing Co. Encyclopedia form. Presents
3B the laws of the Commonwealth by Chapter and
Section. Includes references to other library
sources, law review commentaries, and notes on
decisions pertaining to each section of the law.

Massachusetts Reports: Decisions of the Supreme Court
of Massachusetts. Vol. 1-358

Advance sheets opinions of the Supreme Judicial
Court.

STATE AND LOCAL PUBLICATIONS Cont.

Massachusetts State Government.

Ref. Massachusetts League of Women Voters.
353.9M31
L43m

Monthly Listing of Publications Received at Massachusetts State Library.

Ref. Massachusetts State Library lists the unofficial publications by Massachusetts authors about Massachusetts, or her people, received by the library on various subjects every month.

Municipal Yearbook.

Ref. International City Managers Association.
352.4 Includes information on significant urban
I61m developments. Tables and statistical data
 directory information.

Opinions of the Justices.

Opinions by the justices as requested by the Senate or House concerning points of law. To be found in Massachusetts Reports.

Ordinances and By-Laws of cities and towns of Massachusetts.

Reports of the Attorney General.

Ref. A yearly publication by the Attorney General
4 of Massachusetts, past and present, reporting
M41o to the General Court the actions of the Attorney
 Generals office. Included are a statistical
 breakdown of cases handled, reports of the
 various devisions within the department, and
 opinions of the Attorney General requested by
 various persons for purposes of further defining
 a point of law.

State House Library Legislative Subject Index.

Ref. Lists, by subject, the legislation for the
Desk current session and the corresponding bill
 number.

STATE AND LOCAL PUBLICATIONS Cont.

State Publications-Monthly Checklist.

- L.C. Library of Congress. Record of state publications received by the Library of Congress.
30.9
64 Arrangement by state plus publications of Associations of State Officials and Regional organizations.

State Rules and Regulations.

- Ref. A collection of the Rules and Regulations
Desk issued by the Massachusetts agencies and departments. Index by agency.

This is Your Massachusetts Government.

- Ref. Elwyn Mariner. An excellent guide to the inner
353.9M31 workings of state government in Massachusetts.
M33t Subjects include Governmental Beginnings, The People's Constitution, The General Court, Elections, Local Budget Making, and many more.

Town and City Annual Reports of the cities and towns of Massachusetts.

C. CURRENT EVENTS

All-In-One Directory.

Ref. Gebbie Press. Directory of the news media.
070 (Newspapers, radio, television, etc.)
629a

Christian Science Monitor Index.

Ref.
070
C55L

Facts on File.

Ref. Facts on File Inc. Weekly digest of world
909.8 news with cumulative index. A current ency-
F143 clopedia of world events compiled from metro-
politan daily newspapers.

Index to Boston Newspapers.

Balcony October 1962-date. Simple classifications used
with only one entry for each item. Consult blue
cards at beginning of file for detailed explana-
tion. This index especially important as no
other indexing reference of Boston papers is
available. Back copies of Boston Newspapers are
available on microfilm (current issues held for
six weeks prior to microfilming).

Keesings Contemporary Archives.

Main Keesings Publications Limited. London. Weekly
Floor diary of important world events with index con-
tinually kept up to date. Reports, statistics,
and data selected; condensed, translated, summar-
ized and indexed from newspapers, periodicals,
and official publications of the United Kingdom,
the Commonwealth and foreign countries and infor-
mation supplied by International Organizations
and foreign news agencies.

CURRENT EVENTS Cont.

N.W. Ayer and Son Directory of Newspapers and Periodicals.

Ref. 070 A97a Ayer Press. Annual directory of over 22,000 newspapers and magazines published in America. Geographical arrangement with title index. Information includes name, frequency of issue, editor, price, political affiliation, circulation.

New York Times Index.

Ref. 070 N564i Subject index. Useful for locating material in other newspapers as well as the Times because it gives clue to date of events. Brief synopsis of articles answer some questions without reference to paper itself.

Public Affairs Information Service Bulletin.

Ref. 050 P97 P.A.I.S., Inc. Weekly list by subject. Current books, pamphlets, periodical articles, government documents, and any other useful library material in the field of economics and public affairs. Publications of all kinds from all English-speaking countries as well as many printed in other countries. Emphasis upon factual and statistical information.

Wall Street Journal Index.

Balcony

D. PERIODICAL INDEXES

Business Periodicals Index.

Ref. H.W. Wilson Co. Author and subject index to
650.05 periodicals concerned with the business world.
B97

Education Index.

Ref. H.W. Wilson Co. Author and subject index to
370.16 periodicals concerned with education.
E24

Index to Legal Periodicals.

Ref. H.W. Wilson Co. Author and subject index to
06 periodicals of legal interest.

Readers Guide to Periodical Literature.

Ref. H.W. Wilson Co. Author and subject index to
050 periodicals of general interest.
R28

Social Sciences and Humanities Index.

Ref. H.W. Wilson Co. Author and subject index to
050 periodicals in the fields of social and political
I61 science, etc.

E. BIOGRAPHICAL PUBLICATIONS

Biographical Congressional Directory.

Ref. Senate Document No.92-8. A collection of Bio-
Ser Doc. graphies of all members of Congress from 1774-
12938 1971.

Biographical Index to Members of the General Court.

Main Card index with dates of birth and death,
Floor membership in General Court, profession,
genealogy, and biographical sources.

Biography Index.

Ref. H.W. Wilson Co. A quarterly index to biograph-
920 ical material in books and magazines.
B62

Current Biography.

Ref. H.W. Wilson Co. Published every month except
OBc August with annual cumulation. Presents articles
C97 on people who are prominent in the arts, news,
national and international affairs, the sciences,
labor, and industry. Articles frequently accom-
panied by portraits and references to sources,
from which information is taken, are given.

Dictionary of National Biography.

Ref. Edited by Leslie Stephen and Sidney Lee. Most
OBc important book of reference for English biography
D55 and the American colonies. Includes only deceased
people who have in some way contributed to the
history of their times. Scholarly and accurate
articles with excellent bibliographies.

Dictionary of American Biography.

Ref. New York. Scribner. Biographical assessment of
920 what American people have accomplished in all
D54 fields of endeavor. Excludes living people.
Accurate and well written articles. Includes
bibliographies.

International Who's Who.

BIOGRAPHICAL PUBLICATIONS Cont.

Massachusetts Legislators and other elected officials.

Main Associated Industries of Massachusetts.
Floor Supplemented by photographs of the
 officials.

National Cyclopaedia of American Biography.

Ref. J.T. White & Co.
OBC
N27

Public Officers of Massachusetts.

Main Senate Clerk and Parliamentarian. Clerk
Floor of the House of Representatives. Supple-
 mented by photographs of the officials.

Taylors Encyclopedia of Government Officials.

Ref.
353.9
T23

Who's Who.

Who Was Who in America. 1607-1960. 4 volumes.

Who's Who in America.

Who's Who in American Education.

Who's Who in American Politics.

Who's Who in Canada.

Who's Who in Commerce and Industry.

Who's Who in the East.

Who's Who in the Midwest.

Who's Who in the South and Southwest.

Who's Who in American Women and World Notables.

F. MISCELLANEOUS PUBLICATIONS

Annual Survey of Massachusetts Law.

LR Boston College Law School.
9a

Massachusetts Law Quarterly.

7 Massachusetts Bar Association.
M41m

Boston Bar Journal.

7 Boston Bar Association.
B741 The above publications present an analysis of
 the significant developments in selected laws
 of Massachusetts for each year in report and
 journalistic form by various authors.

Corpus Juris Secundum.

Ref. The America Law Book Co. An encyclopedia of
6 law that further defines and restates the laws
 of the nation.

Dissertations Abstracts International Humanities and
Social Sciences.

Ref. Xerox. University Microfilms. Monthly comp-
378.242 ilation of abstracts on doctoral dissertations
D61 submitted to University Microfilms. Copies of
 complete text may be purchased.

Editorial Research Reports.

Ref. Congressional Quarterly. Excellent short
342.73 research paper on timely subjects.
E23

Massachusetts Practice Series.

Ref. Boston Law Book Co. Series of treatises by
9A legal experts on various aspects of Massachusetts
 law. Gives background material on some laws.
 Arranged by subject matter. Kept up to date by
 cumulative pocket part supplements. Text book
 form.

MISCELLANEOUS PUBLICATIONS Cont.

Moody's Manuals.

Moody's Investors Service Inc.

<u>Industrials.</u>	Ref.
	332.6
	M81m
<u>Bank and Finance.</u>	Ref.
	332.6
	M81b
<u>Municipal Government.</u>	Ref.
	332.6
	M81g
<u>Public Utility.</u>	Ref.
	380
	M81p
<u>Transportation.</u>	Ref.
	385
	M81r

These manuals give background and history of corporations, with top officials listed, latest acquisitions, assets, etc. The volume on Municipal Government is arranged by states and subdivided by cities and towns giving areas, assessed valuation, tax rate, school districts, state agencies with financial statements, bonded debt, tax collections, etc. There is also a section including the United States Government and foreign countries.

Rand McNally Commercial Atlas.

A Map	Rand McNally. Revised and issued annually.
2A51	Always up to date, contains large, clear maps.
R18C	Excellent for full and detailed treatment of the states and outlying possessions of the United States. Other countries in less detail.

G. SPECIAL COLLECTIONS IN MASSACHUSETTS STATE
LIBRARY

Environmental Information Center.

Main Floor Clippings from newspapers, magazines, scientific and other publications on subjects of current interest in the field of conservation, environmental quality, pollution and related matters. Detailed classification system facilitates location of clippings.

Environment Reporter.

Main Floor Bureau of National Affairs. Weekly service on State and Federal air and water laws, Federal regulations, monographs, and court opinions in environmental law.

Information File.

Main Floor Pamphlet file of recent state and legislative research studies, public affairs monographs, and pamphlets and documents of current government interest.

Vertical File.

Main Floor Newspaper clippings of state and local events, people, elections, etc.

H. SERVICES

Bureau of National Affairs.

Energy Users Report

The Criminal Reporter

Manpower Information Service

Labor Relations Reporter: State Laws

U.S. Law Week

Commerce Clearing House.

Federal Tax Reporter

State Tax Reporter: Massachusetts

State Tax Guide: All States

Sales Tax Guide

Excise Tax Reporter

Prentice Hall.

Social Security: unemployment compensation
Federal and State

Personnel Management: Labor Relations, Occupa-
tions Safety and Health, Industrial Relations,
Public Personnel Administration (Labor Manage-
ment Relations), Public Employee Relations Library.

I. STATISTICAL INFORMATION

America Votes.

Ref. Congressional Quarterly Inc. Nation-wide
324.26 election statistics.
A51

American Statistics Index.

Ref. Congressional Information Service. A compre-
015.73 hensive guide and index to the statistical
A5127 publications of the U.S. government. It catalogs,
 describes, and identifies statistical data pub-
 lished by the Federal government.

Directory of Federal Statistics for Local Areas.

Ref. A guide to sources.
C3.6²
St2

Directory of Federal Statistics for States.

Ref. A guide to sources.
C3.6²
St2²

Election Statistics.

Ref. Compiled yearly by the Secretary of the Common-
324.26M3 wealth. Statistics of the State election, State
S44n(PD43) primary, votes on referendum questions. Also
 local election information.

Encyclopedia of Business Information Sources.

Ref. A detailed listing of primary subjects of interest
670 to managerial personnel, with a record of source-
E56 books, periodicals, organizations, directories,
 handbooks, bibliographies, and other sources of
 information on each topic.

Factual Campaign Information.

Ref. Secretary of the Senate.
Y1.3
C15

Guide to U.S. Government Statistics.

Ref. Office of Statistical Standards. An index to
317.3 published Federal statistical data.
G94

STATISTICAL INFORMATION Cont.

Massachusetts Inventory of Published Statistical Series.

Ref. Commonwealth of Massachusetts. Lists all
317.3M3 regularly published statistical publications
032m produced by the state agencies and departments.
 Listed by department name and then subject.
 Small descriptions of each publication.

Statistical Abstract of the United States.

Ref. U.S. Bureau of the Census. A digest of data
C56.243 collected by all the statistical agencies of
 the United States Government, as well as some
 collected by a number of private agencies.
 Covers population, vital statistics, immigration,
 finance, etc. Published annually. When using
 this book take note of the source of information.
 We are a depository library for Government docu-
 ments and will probably have the full set of
 statistics quoted.

Statistics Sources.

Ref. A subject guide to data on industrial, social,
310 educational, financial and other topics for
S79 the United States and selected foreign countries.

Reference
Rozzett, William.
Guide to the Mass. State
Roze Library and Government
Guid Research.
Gov

DATE